

Temporary Storage of Electronic Records to the SRC

The State Records Center of North Carolina, in agreement with State Agencies, will accept records of temporary value on optical, magnetic media for storage. The conditions for acceptance of electronic records are:

Physical Conditions of Storage

To the best of its ability, the SRC will endeavor to store records in a cool, dry, secure, environment. The SRC is not responsible for and cannot ensure the ongoing functionality or access to the data on the media being stored at the SRC.

Reference Services for Temporary Electronic Records

Traditionally, the SRC provides records storage and reference services, including retrieval and provision of copies, to state agencies, boards, and commissions. In certain cases, records are also stored for counties, municipalities, and state-supported colleges and universities. For temporary electronic records, we can provide retrieval services only by returning the physical media to the owning agency. The SRC will not retrieve or provide reference to material within the physical media itself such as a MS Word document, database field, image, etc. The SRC is not responsible for maintaining these records beyond the provision for their physical storage.

Ownership of Records

Records transferred for storage in the SRC remain in the legal, official custody of the creating agency. Persons who want access to the records should contact the custodial agency and receive written permission. Arrangements should be made with the custodial agency to have the records returned to the agency and access provided for the researcher by that agency. Person's other than the custodial agency's staff must contact the appropriate agency and receive written permission prior to using records in the SRC.

Authorization for Storage of Temporary Electronic Records

An agency's Program Records Schedule must instruct the agency to transfer the records in question for the SRC to accept the records. No records covered by the General Schedule will be accepted for transfer and storage at the SRC. Only records eligible for transfer to the SRC as provided for by an agency's Program Records Schedule are accepted for storage.

Transfer of Electronic Records

Any records, including electronic, transferred to the SRC must be in approved storage boxes and clearly identified with specific, preprinted labels as provided by the SRC. Electronic media must be stored in a separate box from the paper if the records are transferred simultaneously. The SRC must also have a completed, signed Records Transfer Request Form for each transfer. There is a nominal charge for boxes and supplies (box tape and labels) and optical media records destruction (billed by vendor). Currently there is no charge for all other record center services (storage; reference; file retrieval, re-filing, and inter-filing; and transportation of records transfers and supplies within Raleigh city limits).